



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT AGENCY**  
**UNITED STATES ARMY GARRISON, SCHWEINFURT**  
**CMR 457**  
**APO AE 09033**

IMEU-SWF-PWH

20 July 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #3-19, Extended Absence of Occupants in Army Family Housing (AFH)

1. References:

- a. AR 210-50, Housing Management, 3 Oct 05
- b. AE Supplement 1 to AR 210-50, Housing Management, 16 May 02

2. Purpose: To establish community policy for determining the conditions for terminating Government Controlled Army Family Housing (AFH) during extended absence of occupants.

3. Scope: This policy applies to Soldiers assigned to the USAG Schweinfurt Area of Responsibility (AOR) eligible for assignment to Government Controlled Army Family Housing.

4. Policy:

a. Occupants of AFH legally separated, divorced, or in possession of an approved Advanced Return of Dependents (AROD), must terminate AFH within 30 days of the occurrence. Notify the Housing Division within 5 days of your change in circumstances. If the sponsor is absent, the spouse or unit commander will notify the Housing Office.

b. When family members or sponsors are absent from their AFH for more than 60 days, we consider the departure permanent and will terminate their quarters assignment. Notify the Housing Division within the first 30 days of absence from quarters. Request a waiver to this requirement for the following reasons:

- (1) TDY/schooling.
- (2) Medical/illness.

c. During major deployments, there is no time limit associated with absence from quarters for family members providing their relocation is temporary and the family plans to return to quarters.

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THIS policy memorandum supersedes policy memorandum #3-19, dated 27 July 2004 and remains in effect until rescinded.

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d. The sponsor or family member must identify a POC responsible for the quarters. Provide name and address of the POC, in writing, to the Housing Division and Rear Detachment Commander.

5. The point of contact for this policy is the USAG Schweinfurt DPW Housing Division at DSN 354-6317.

"PRIDE, PROFESSIONALISM, TEAMWORK"



ANTHONY E. HAAGER  
LTC, QM  
Commanding

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